ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports to verify student enrollments.

Enrollment Summary Report: Counts students by *School*, *Race/Ethnicity* and *Gender*.

From **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the *Enrollment Summary* report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select *Generate Report*.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

VERIFYING STUDENT ENROLLMENTS

Enrollment Status Report: The *Enrollment Status Report* lists enrolled students for the year(s) selected.

From **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select *Enrollment Status* report. Select a **School(s)** and **Year(s)**. Enter any other search criteria. Click *Generate Report*.

A student list will be generated based upon the criteria chosen.

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ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

ENROLLING NEW STUDENTS

Students new to the district (transfer students, students entering school for the first time) need a State Student ID located or assigned and an enrollment record created.

Select the 08-09 **Year** and a **School** from the **TOOLBAR.**

From the **INDEX,** expand **Student Information** and select *Student Locator.* Type in **First Name**, **Last Name** and **Gender**. Click *Search.*

Potential matches appear on the right. If the student is a match, click the student's name. Enter demographic and enrollment information. Click *Save.*

If Student Locator returns "*No matches found*", or if the student's name does not match those listed, click *Create New Student.* Enter demographic and enrollment information. Click *Save.*

Note: See "*Using Student Locator*" at the end of this Quick Reference Guide.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY
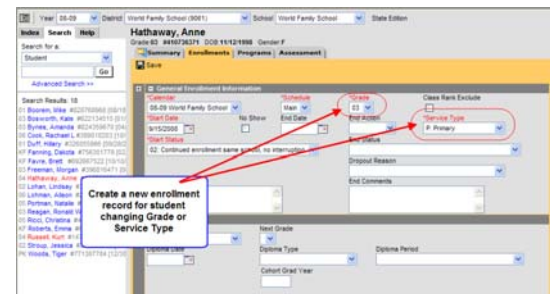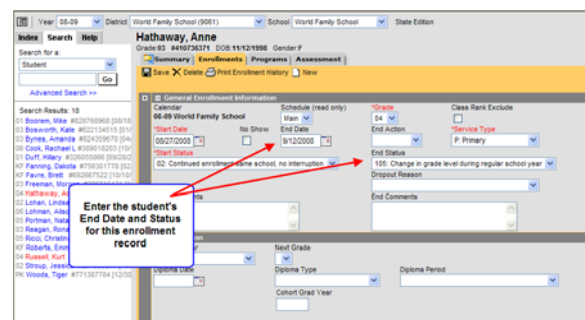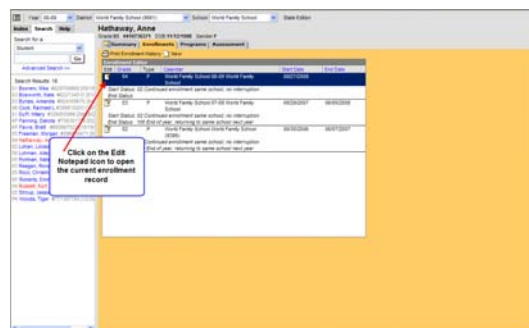
EDITING STUDENT INFORMATION

- If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make changes in the student's enrollment record.

From **NAVIGATION TOOLS**, select **Student Information** and *General*. Click the **ENROLLMENT** tab. Open the current enrollment record by clicking the **Edit Notepad** icon. Edit the enrollment information and click *Save*.

- If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record must be created.

Enter **End Date** and **End Status** (*105: Change in grade level during regular school year*) for the current enrollment record. Click *Save*.

Select *New* and enter the student's **Start Date** and **Start Status** (*02: Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.

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EDITING STUDENT INFORMATION

Changes to Program Participation Information:

From **NAVIGATION TOOLS**, select **Student Information** and *General*. Click the **ENROLLMENT** tab. Open the current enrollment record by clicking the **Edit Notepad** icon.

Expand **State Reporting Fields**. Enter and/or make changes to any of the state reported data elements.

Enter data for the **Test Sort** field.

Expand **Special Ed Fields**. Enter and/or make changes to **Special Ed Status**.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

MID-YEAR GRADUATES

If a student completes graduation requirements mid-year, enter appropriate **End Date**, **End Status** and **Graduation** data.

The **End Date** should be the student's last day of attendance. **End Status** is *400: Graduated*.

Enter **Diploma Date**, **Diploma Type** and **Diploma Period**.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

TRUANCY REPORTING

Enter truancy data for students who have 10 or more days unexcused absences in the first semester (or first half of year for schools on a trimester calendar).

Diaz, Cameron
Grade:09 #167845765 DOB:08/30/1994 Gender:F

Summary | **Enrollments** | Programs | Assessment

Save Delete Print Enrollment History New

State Reporting Fields

State Exclude | Serving District | Resident District

Attendance and Enrollment Information
Fall Attendance Count

Fall Aggregate Hours of Inst. | Fall Absent
| 0.000

Spring Attendance Count
Spring Aggregate Hours of Inst. | Spring Absent
| 0.000

Test Window Attendance Count
Testing Aggregate Hours of Inst. | Testing Absent
| 0.000

10+ days unexcused absences 1st sem | 10+ days unexcused absences 2nd sem

Check the box if a student has 10 or more days of unexcused absence in the first semester

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

Appendix A:
Enrollment Start Status

CODE	NAME	DEFINITION
01	First time receiving educational services	A student's first entry into school. Example: kindergarteners, 1st grade students with no prior home, private or public school experience. Also Pre-kindergarten students receiving services provided by the school.
02	Continued enrollment same school, no interruption	A student who previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of promotion or retention.
03	Re-entry to the same school after withdrawal	After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer, dropped out, extended illness, temporary disability, suspension, expulsion, return of early graduate to participate in graduation, foreign exchange student returning, return from drug treatment facility.
04	Transfer from public school with same district or school system	Student transferred from a public school within the same school district and/or school system. This code is used to show the progression of a student. Example: 8th grade student transferring to the high school in the same system

ACHIEVEMENT IN MONTANA

Quick Reference Guide

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

CODE	NAME	DEFINITION
05	Transfer from public schl under NCLB schl choice	Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children from a school that has been so identified.
06	Transfer from an out of state school	Student transferred from an out of state school. Includes out of state private and home school students.
07	Transfer from a school from out of the country	Student transferred from a school from out of the country. Example: Foreign Exchange students
08	Transfer from a private school within the state	Student transferred from a private school within the state.
09	Transfer from a home school within the state	Student transferred from home school within the state.
10	Transfer from a MT state-funded school	Student transferred from another public or state funded school system within the state. Example: student transfers from Helena Middle School to East Valley Middle School in East Helena.
ALL ENROLLMENT START STATUS CODES REQUIRE ZERO PADDING		

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ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

Appendix B:
Enrollment End Status

CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8th grade student enters high school when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.

ACHIEVEMENT IN MONTANA

Quick Reference Guide

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		

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Appendix C:
Dropout Reason Codes

CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

Appendix K:
Diploma Type

CODE	NAME	DEFINITION
01	Regular Diploma	An official school district diploma showing the student's completion of a district's requirements for graduation.
04	Certificate of Completion	A certificate showing the completion of a program other than the district's Regular Diploma requirements for graduation.
ALL DIPLOMA TYPE CODES REQUIRE ZERO PADDING		

ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

Appendix L: Diploma Period

CODE	NAME	DEFINITION
01	Early Graduate Less Than 7 Semesters	A student who completes a district's graduation requirements in less than 7 semesters from the time the student first enrolls in the 9th grade.
02	Early Graduate 7 Semesters	A student who completes a district's graduation requirements in 7 semesters from the time the student first enrolls in the 9th grade.
03	4 Years or With IEP Allowing for Longer	A student who completes a district's graduation requirements in four years from the time the student first enrolls in the 9th grade, or with an IEP allowing for longer. Students who complete the district's graduation requirements during the summer term, and prior to the start of school the next year, are considered to have graduated "on time".
04	Graduated in More Than 4 Years	A student who completes a district's graduation requirements in more than four years from the time the student first enrolls in the 9th grade.
ALL DIPLOMA PERIOD CODES REQUIRE ZERO PADDING		

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ASSESSMENT REGISTRATION COLLECTION – DIRECT ENTRY

USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplication of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate the student's State ID number.